

CREATIVE PRODUCER (NSW) - JOB PACK

CREATIVE PRODUCER

APT is seeking a new NSW-based Creative Producer to lead two of our exciting new playwright and dramaturg development programs. The Creative Producer will have all-around skills in communications, project planning and creativity.

ABOUT US

Australian Plays Transform (APT) is the national play and playwright development body. We seek new voices for new times with a suite of programs that grow the skill base of playwrights across the country. We host the most extensive digital collection of Australian Plays that proclaims our stories to the world. To learn more about us and our 2023 program, go to www.appt.org.au

THE ROLE

As the Creative Producer, you will be working across two of APT's current and key development programs, Developing the Dramaturg (for NSW Dramaturgs) and The Untold Stories Lab (for playwrights Nationally). More information about these programs below.

DEVELOPING THE DRAMATURG NSW

Placement Dates: April-December 2023

Post Placement Workshop: 7 December 2023

Developing the Dramaturg aims to increase diversity in the field of dramaturgy through a comprehensive story lab, mentorship opportunities, and placement in producing organisations. Six early career dramaturgs from underrepresented communities will receive training and support to play a vital role in shaping the future of the theatrical landscape. The program is open to NSW-based dramaturgs who identify as First Nations, CALD, or PoC. By fostering a more inclusive and dynamic community of dramaturgs, this initiative will help to expand the range of stories and perspectives that are brought to the stage.

UNTOLD STORIES LAB

Retreat Dates: 18th-25th May

Development Dates: July-December 2023

The Untold Stories Lab offers a unique opportunity for playwrights to come together for a 7-day residential retreat at Shark Island in Kangaroo Valley. Participants will collaborate with two experienced dramaturgs, concentrate on their writing, and receive mentorship. The ultimate goal is to connect the plays with presenting companies and provide ongoing mentorship and support to the playwrights. The plays will be published as part of the newly established 'Untold Stories Collection'.

Skills, experience, and qualities we are looking for:

- Experience in producing theatre and/or other arts-based events or education, professional development programs.
- Demonstrated ability to lead projects and work effectively in a team.
- Strong knowledge and understanding of current issues and trends in the arts, particularly around diversity and inclusion.
- A good understanding of the theatre industry and new play development
- Passion for new Australian stories and new voices on the stages of our theatres
- Be an excellent communicator both in written and verbal contexts.
- Confidence in communicating with stakeholders that include playwrights, dramaturgs, theatre companies, funding bodies and philanthropic partners.
- An understanding of the theatre ecology in Australia and specifically NSW

The programs this position leads is focused on people from diverse backgrounds, we strongly encourage applications from people identifying as Culturally & Linguistically Diverse, People of Colour, and Australian First Nations people.

Role responsibilities:

Work closely with the CEO/Executive Producer and Administrator to plan and deliver these two programs in a timely and professional manner.

- Be the main point of contact for artists, theatre companies' representatives and other stakeholders.
- Manage the budget of both projects in consultation with APT Administrator and CEO.
- Maintain comprehensive records of communication and financial expenditure on projects.
- Support a culturally safe program that celebrates artists' lived experience in their artistic practice and development.
- Prepare copy for social media and other collateral related to programs.
- Contribute to grant applications for future programs and the acquittal process.
- Go on Retreat for ten days with the Untold Stories Playwrights in Kangaroo Valley and be the "go-to" person on Retreat for artists and venue staff.
- Be an advocate for diversity and equity in the performing arts.
- Help to create a welcoming and safe environment for participants in the programs, connecting them with opportunities that meet their needs.

SELECTION CRITERIA

1. A strong understanding of the Australian performing arts landscape, including arts practitioners and practice in Australian theatre.
2. Proven project management and planning skills with a demonstrated ability to meet deadlines and budgets and manage multiple projects.
3. Excellent interpersonal skills, including conflict resolution and facilitation.
4. Excellent communication skills, written, verbal and public-facing communication.

IMPORTANT INFORMATION

- Part-time position 0.6 FTE or three days a week, with some increase in peak periods, including travelling and staying on-site for Retreat.

- Work with the small Sydney/Carlton (NSW) based team.
- Any employment offer is contingent on proof of full vaccination against COVID-19 virus and of maintaining a vaccination status that complies with the current NSW Public Health (COVID-19 General) Order 2021 under the public Health Act 2010. APT will reasonably consider an application from candidates with legitimate medical exemptions for not being vaccinated against the COVID-19 virus.

REMUNERATION & CONTRACT DETAILS

The contract period for this role is from 17 April – 31 December 2023.

This role is three days a week (0.6 FTE).

The pro-rated salary for this role is \$32, 666, equivalent to a full-time annual salary of \$88,400.

Between 18th-25th May the role is full time for the Untold Stories retreat, remunerated at \$2000.

HOW TO APPLY

Email your application to us at admin@apt.org.au

Applications should include the following:

- A cover letter telling us about yourself and addressing the four selection criteria (no more than two pages)
- A resume (a maximum of three pages) outlining your experience, including the details of 2 referees.

For more information, please contact us at admin@apt.org.au

Applications close: 11:59pm Monday 10 April 2023